

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 1

1. AWARD RECOMMENDATION

A. Procedure

- (1) Any member of the Department may recommend qualified personnel for an award. The employee or supervisor will create an Award Recommendation as a new incident type in [BlueTeam](#).
 - (a) Supervisors should ensure citizens' letters of appreciation are entered into [BlueTeam](#) as a commendation or award whichever is most appropriate.
- (2) The Award Recommendation incident will be completed in [BlueTeam](#)
 - Date and time of the incident
 - Incident number or NONE if not applicable
 - Address of the incident
 - Link the involved employee/s
 - Link the involved citizen/s, when applicable
 - Summary of the incident or action
 - * Specifically name the award being recommended and be title "recommendation for _____ award" at the top of the summary
 - * Include a detailed account of the circumstances and actions surrounding the incident
 - * Recommendations should be supported by body-worn camera video and/or written statements from eyewitnesses to the incident whenever possible
- (3) Once the Award Recommendation incident is completed, the employee or supervisor will route it in [BlueTeam](#) through the chain of command to at least the division commander for approval and notes.
- (4) Once the highest approving supervisor has reviewed and approved the Award Recommendation, they will forward it in [BlueTeam](#) to "Awards Recommendation Group" under the group mailbox.
- (5) The OOA administrative staff will maintain the "Awards Recommendation Group" mailbox and queue in [BlueTeam](#).
 - (a) The award recommendation will be presented to the Honors Board as outlined in this policy.
- (6) Once the Honors Board makes a determination, the OOA administrative staff will document the finding in the Award Recommendation incident and select "Submit for Processing".
 - (a) The OOA staff will forward copies as needed for the awards ceremony.
 - (b) At the discretion of the Police Chief, awards and certificates may be presented at any time.
- (7) The Employee Assistance Unit (EAU)/Employee Recognition System (ERS) administrative staff will review and finalize the Award Recommendation.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 2

1. A. (7) (a) Once it is finalized, an email with the completed copy will be forwarded to the following:

- Bureau/Precinct administrative staff for filing in the employee's Division File
- Fiscal for filing in the employee's Department File
- Employee's direct supervisor
- Employee

(b) Once the Award Recommendation is finalized, it will be available in the [BlueTeam](#) Employee Explorer.

B. Time Limitation

- (1) Recommendations for awards should be submitted promptly upon completion of the act or service for which the nomination is being made.
- (2) Recommendations for valor, merit, and lifesaving awards should normally be made within 60 days of the date the incident becomes known to the Department.
- (3) Awards such as the Police Chief's Unit Award, the Distinguished Service Award, and the Community-Based Policing Award may involve longer periods of time.

2. HONORS BOARD

A. The Honors Board will review award proposals and make recommendations to the Police Chief.

- Award proposals involving exceptional incidents will only be reviewed by the Honors Board after at least 200 calendar days from the date of the incident to allow for proper review of the incident by the Department.
- * The Police Chief will have the final decision on when an incident may be reviewed by the Honors Board.

B. Board Members

(1) One Assistant Chief (Chairperson)	• Appointed by the Police Chief
(2) One Bureau/Precinct Commander/Administrator	• Appointed by the Police Chief
(3) One Sergeant or Lieutenant	• Selected by the Phoenix Police Sergeant's and Lieutenant's Association (PPSLA)
(4) One Tactics Expert	• Appointed by the Police Chief
(5) One Officer	• Selected by the Phoenix Law Enforcement Association (PLEA)
(6) One Reserve Officer	• Appointed by the Reserve assistant chief
(7) One Civilian Employee	• Selected by the American Federation of State, County, and Municipal Employees (AFSCME)
(8) One Civilian Supervisor	• Board secretary
(9) One Medal/Award Winner from the Previous Year	• Appointed by the Honors Board chairperson
(10) Four Citizens	• Selected by the Honors Board chairperson

C. Terms of the Board Members - Board members will serve two-year terms, except as noted below:

- Medal/award winners are rotated annually.
- Civilian members are rotated annually.
- Honors Board chairperson and secretary are not affected by term length.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 3

3. **AWARD LIMITATION**

- A. There is no limitation placed on the number of awards an individual may receive or the number of awards the Department may distribute during the year.
- B. More than one type of award may be given for an individual act that falls within more than one award category.

4. **PRESENTATION OF MEDALS AND AWARDS**

A. Annual Awards and Recognition Banquet

(1) The following awards will be presented at the awards banquet:

- Medal of Valor
- Medal of Merit
- C.O.P.S. Volunteer of the Year
- Police Chief's Unit Award
- Supervisor of the Year Award
- Valorous Conduct Award
- Meritorious Conduct Award
- Medal of Honor
- Police Shield

(2) Other awards may be presented at this ceremony at the discretion of the Police Chief.

(3) The Annual Awards Ceremony will be scheduled by the Public Affairs Bureau (PAB)

B. Non-Employee Awards - The Police Chief or designee may present these awards at a time and place most advantageous to the Department.

C. Posthumous Awards - The next of kin will be entitled to receive an award earned by a deceased member of the Department.

5. **AWARDS** - The following awards may be presented to sworn or civilian employees or reserve officers:

NOTE: Awards noted with an asterisk (*) will be presented at the Honors Ceremony.

A. DEPARTMENTAL AWARDS	
(1) Medal of Honor	• Awarded to an employee's survivor/s for a line-of-duty death that occurs during the actual performance of police service • Recipient of this award will receive a certificate and medal.
(2) Police Shield	• Awarded to an employee who, during the actual performance of a police service, sustains a significant injury or requires prolonged medical attention • Recipient of this award will receive a certificate, medal, and pin.
(3) Medal of Valor*	• Awarded to an employee for a conspicuous act of valor during the actual performance of a police service that involves risk of life and knowledge of that risk. • This act must clearly delineate valor from other forms of courage and is clearly above and beyond the call of duty. • Recipient of this award will receive a certificate, medal, and pin.
(4) Medal of Merit*	• Awarded to an employee for an act of courage and dedication to duty during the actual performance of a police service involving significant risk or danger to personal safety. • Recipient of this award will receive a certificate, medal, and pin.
(5) Medal of Lifesaving*	• Awarded to an employee for an act that results in the saving or preservation of a human life or lives that otherwise would have immediately expired without the employee's direct involvement in providing first aid, medical, or physical intervention • An employee may receive only one lifesaving award per incident, regardless of how many victims were involved. • Recipient of this award will receive a certificate, medal, and pin.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 4

5. **AWARDS** – (Continued)

A. DEPARTMENTAL AWARDS (Continued)	
(6) Distinguished Service Award*	- Presented to any member of the Department who has made a significantly noteworthy and exceptional contribution to the Department. - Examples of such performance include outstanding achievement under unusual circumstances, successful completion of a special project, or activity not normally considered a part of the employee's job assignment. - Recipient of this award will receive a certificate and a pin.
(7) Police Chief's Unit Award	- Presented for the successful completion of a predetermined police-related, on-duty act/s or continuing effort/s by a group of employees working for a common objective. - The achievement of the objective should be significantly noteworthy and of sufficient quality to distinguish it from the normal completion of regular duties. * A unit will be selected for each quarter of the year. * All submittals will continue to be considered at each board meeting during the year. * Employees of each unit selected as a quarterly recipient will receive a certificate. * One of the quarterly recipients will be selected to receive the Unit of the Year Award. - In addition to individual certificates, individual medals will also be presented to the recipients of the Unit of the Year.
(8) Outstanding Supervisor Award	To receive this award, a supervisor must achieve one of the following: - For a single incident/event where the leadership and management actions of the individual must have been such that the successful outcome of the incident/event was significantly influenced by the timely, accurate, and decisive nature of the supervisor. - For continued excellence in leadership and management of a team, committee, detail, unit, precinct, or bureau over a period of time. * The individual should demonstrate not only those qualities expected of a supervisor, for example coaching abilities; decisive, good communication skills; fairness; sense of humor; tactically sound; concerned for the welfare of others; committed to the vision and values of the organization, but must also have a sustained level of energy and enthusiasm for the job. * The nomination should include a significant list of accomplishments by the supervisor and the supervisor's unit. - The nomination can be initiated by any Department employee and will be forwarded directly to the nominated individual's supervisor. - The nomination will be endorsed by the nominated individual's immediate supervisor and forwarded to the Awards Committee. - There are no limits to the number of times this award can be presented each year.
(9) Supervisor of the Year Award	The selection of this award will be made from the pool of individuals who received the Outstanding Supervisor Award during the previous calendar year.
(10) Certificate of Recognition	- Awarded to an employee for outstanding performance or conduct exemplifying dedication to duty involving either a single act or consistently superior achievement. - A Certificate of Recognition will be approved by an assistant chief.
(11) Recognition of Excellence	The purpose of this award is to provide immediate recognition of a short-term outstanding performance by an employee. - To be eligible, an employee must have exceeded the expected norm in performing a work-related task. Examples of such achievements include the superior completion of a special project and exemplary performance in one area of assigned duties. - Supervisors who wish to recognize an employee's outstanding performance will submit a memorandum detailing the achievement through the chain of command to the division commander for approval. - If approved, this award will allow up to one full shift of paid leave per occurrence or a tangible award such as a pen, coffee mug, plaque, etc., provided by the employee's bureau/precinct. - If the award is paid leave, the leave will be listed as Performance Recognition Time, code PA. PA time will be scheduled according to established procedures. - Guidelines for tangible awards may be found in Administrative Regulation (AR) 2.282.

	AWARDS PROGRAM		Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23	PAGE 5

5. **AWARDS** (Continued)

A. DEPARTMENTAL AWARDS (Continued)	
(12) Community-Based Policing Award*	- Presented to an employee for outstanding performance or conduct exemplifying dedication to duty involving either a single act or continuing excellence that fosters or furthers the Department's community-based policing philosophy. - Recipients of this award will receive a certificate.
(13) Sam Leabo Award	- Awarded to sworn officers who have made an outstanding contribution to the Phoenix Police Reserve program. - Award will be given out annually to those officers who qualify. - Recipients of this award will receive a plaque.
(14) Years of Service Award	- Represents years of service in five year increments and are presented as coins by the Office of Administration (OOA) - Years of Service pins are available for purchase at the Phoenix Police Museum
(15) Dive Team Award Pin	Awarded to Dive Team members who have attained a certain number of years of service, amount of training, and level of certification as outlined in the Tactical Support Bureau manual section C-10
(16) Emergency Medical Technician (EMT) Pin and Paramedic Pin	Only officers who have completed the applicable training (160 hours for EMTs and 1200 hours for paramedics) and have attained the applicable certification are eligible for these pins.
(17) Expert Rifle Shooter Pin	Awarded to officers who have qualified with a perfect score on the first attempt for four (4) consecutive quarterly daytime rifle qualifications (retroactive to 2004)
(18) Expert Shooter's Badge	Employees who qualify with a minimum score of 96 percent on their first attempt with their service weapon for three consecutive annual firearm modules may earn an Expert Shooter's Badge.
(19) HAZMAT Technician Pin	Only officers who have completed the Arizona Hazardous Technician 200 hour course and are attending continuing education courses to maintain certification are eligible for this pin.
(20) Physical Fitness Pin	Awarded to officers who have performed at a "Level II" in the FitForce Standards
(21) Public Safety Bomb Technician (PSBT) Pin	Only officers who have graduated from the Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS) are eligible for this pin.
(22) Safe Driving Award/Pin	To be eligible for the award, the following criteria must be met: - The employee must routinely drive a City vehicle as part of their regular duties (driving to and from work or lunch does not satisfy this requirement). - The employee must not have had an at-fault, preventable City equipment accident within the past five years. - The employee must not have had any observed and/or documented occurrences of unsafe driving within the past five years: for example, out-of-policy pursuit, or any violation of Operations Order 6.1.00, Operation of Department Vehicles, sections 1 through 4. Recommendation for the Safe Driver Award/Pin will be made by the employee's immediate supervisor. - Evaluation/verification of employee's driving record will occur during the annual Performance Management Guide (PMG). - A BlueTeam will be generated requesting the award and forwarded through the chain of command to the Assistant Chief for approval. If approved, the award will be issued by the OOA. NOTE: Once awarded, the certificate and pin will not be revoked. - Recipients of this award will receive a certificate and pin.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 6

5. **AWARDS** (Continued)

B. COMMUNITY/OTHER AWARDS	
(1) IACP/DuPont Kevlar Survivors' Club Pin	Awarded to officers who, as a result of wearing body armor, have survived life/disability-threatening incidents
(2) Federal Bureau of Investigation (FBI) National Academy Pin	Awarded to law enforcement leaders who graduate from the FBI National Academy after being nominated/invited

6. **RESERVE AWARDS ONLY**

A. Outstanding Precinct Reserve Officer	- A certificate awarded to the most outstanding reserve officer from each precinct and is based on overall job performance - The selection committee is composed of the following: * Precinct reserve supervisors * Reserve liaison * Precinct commander
B. Outstanding Precinct Award	- A trophy awarded to one precinct reserve lieutenant to remain with that precinct lieutenant until it is presented to the new recipient - Primary consideration is given to average hours per officer; however, special events and programs may be considered. - Selection is made by the reserve command staff.
C. Alex Merten's Award	- Presented annually to the outstanding reserve recruit based on performance in the academy and as a first-year reserve patrol officer - Selection is made by the Honors Board - The recipient's name is engraved on a perpetual plaque.
D. Police Chief's Award	- An engraved plaque is presented annually to the outstanding reserve officer of any rank for outstanding performance. - Selection is made by the Honors Board.
E. Top Shooter of the Year	- A National Rifle Association medal is presented to the reserve officer with the highest average shooting score for the four qualifications per year. - Selection is made by the reserve command staff.
F. Most Improved Shooter of the Year	- A National Rifle Association medal is presented to the reserve officer with the most improved average score of the officer's monthly qualification scores compared to the average top four scores from the previous year. - Selection is made by the reserve command staff.
G. Top 10 Reserve Officers	- A certificate is awarded to 10 reserve officers of any rank who worked the most hours during the previous year. - A reserve administrative sergeant will provide the recipients' names based on the records.

7. **C.O.P.S. VOLUNTEER EXCELLENCE AWARDS**

A. **General Information**

- (1) All volunteers are eligible for a C.O.P.S. Volunteer Excellence Award.
- (2) This award will be an engraved plaque.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 7

7. B. Criteria for Selection

- (1) Selections for a C.O.P.S. Volunteer Excellence Award will be based upon:
 - Number of volunteer hours worked
 - Involvement with special activities or projects that help to promote the Department's image or achieve its objectives
 - Overall performance that meets or exceeds Department standards
- (2) These criteria are evaluated in comparison to an employee who would normally hold that position.
- (3) Nominations or recipients are determined by the C.O.P.S. Program Administrator.

8. **NON-EMPLOYEE AWARDS**

A. Types of Awards

(1) Valorous Conduct Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal of Valor • This award will be a certificate.
(2) Meritorious Conduct Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal of Merit • This award will be a certificate.
(3) Lifesaving Award	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Medal or Certificate of Lifesaving. • This award will be a certificate.
(4) Certificate of Appreciation	• Awarded to a non-employee in situations where the same conduct by an employee would have resulted in awarding the Certificate of Recognition

B. Evaluation of Award Nominations

- (1) Valorous Conduct, Meritorious Conduct, and Lifesaving Award - Nominations will be forwarded to the Honors Board for consideration.
- (2) Certificate of Appreciation - Recommendation will be forwarded through the chain of command to the assistant chief of the recommending employee.

8. C. Presentation of Non-Employee Awards

- (1) Upon approval by the assistant chief, the recommendation will be forwarded to PAB for the preparation of the appropriate award.
- (2) The award will be presented to the citizen as directed by the assistant chief or Police Chief.
- (3) PAB will be responsible for the entry of non-employee citizen awards into the Awards/Commendation database.

9. **AWARDS FROM COMMUNITY ORGANIZATIONS**

- A. Numerous awards are presented by various community organizations to regular and reserve officers of any rank.
- B. Recipients of these awards may be selected from nominations for other Departmental awards, recommendations of Departmental employees, citizen commendations, and other appropriate sources.

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 8

10. COMMENDATIONS

A. General Information

- (1) The Department welcomes letters of commendation for employees who have done well in the performance of their duties.

NOTE: If an employee is being recommended for an award, the initiator should follow the process outlined in section 1.A of this order.

- (2) There are no specific criteria for actions that would merit commendations.

B. Procedures

- (1) The employee or supervisor will create a Commendation as a new incident type in [BlueTeam](#).

NOTE: Any employee or supervisor can initiate a commendation

- (2) Supervisors should ensure citizens' letters of appreciation are entered into [BlueTeam](#) as a commendation or award, whichever is most appropriate.

- (a) The Commendation incident will be completed in [BlueTeam](#)

- Date and time of incident
- Incident number or NONE if not applicable
- Address of the incident
- Link the involved employee/s
- Link the involved citizen/s, when applicable
- Summary of the incident or commendable action

- (3) Once the commendation incident is completed the employee or supervisor will route it in [BlueTeam](#) through the chain of command to at least the Commander/Administrator for approval and notes.

- (4) Once the highest approving supervisor has reviewed and approved the commendation they will select "Submit for Processing"

NOTE: Commendations must be approved by the employee's division commander or designee in order to be included in the employee's Department File.

- (5) The ERS administrative staff will review and finalize the commendation.

- (a) Once the commendation is finalized an email with the completed copy will be forwarded to the following:

- Bureau/Precinct administrative staff for filing in the employee's Division File
- Fiscal, when the commendation has been approved through the division commander, for filing in the employee's Department File
- Employee's direct supervisor
- Employee

- (b) Once the commendation is finalized, it will be available in the [BlueTeam](#) Employee Explorer

	AWARDS PROGRAM	Operations Order 4.10.04
	PHOENIX POLICE DEPARTMENT Rev. 10/25/23	PAGE 9

11. **DEPARTMENTAL AWARDS**

- A. Copies of awards/commendations will be forwarded by EAU/ERS, upon intake and finalization in IAPro, to the Fiscal Management Bureau (FMB) to be placed in the employee's Department personnel file.
- B. FMB will coordinate the awarding of all service pins and retirements within the Department.

Last Organizational Review: